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## **3.A. Recruitment of Candidates into the NOAA Commissioned Corps**

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### **3.A.1. Statutory Authority**

Qualifications for original appointment as a National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) officer may be given only to a person who:

- a. is a citizen of the United States; [33 U.S.C. 3021(a)(2)(A); 10 U.S.C. 532(a)(1)]
- b. is able to complete 20 years of active commissioned service before his/her fifty-fifth birthday; [33 U.S.C. 3021(a)(2)(A); 10 U.S.C. 532(a)(2)]
- c. is of good moral character; [10 U.S.C. 532 (a)(3)]
- d. has satisfactorily passed the prescribed mental and physical examination and height/weight standards; [33 U.S.C. 3021(a)(2)(A)&(3); 10 U.S.C. 532(a)(4)] and
- e. meets the prescribed special qualifications. [33 U.S.C. 3021(a) (2) (B); delegation]

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### **3.A.2. Temporary Appointments to the Grade of Ensign**

Generally, ensigns are appointed to the NOAA Corps by a temporary appointment through the authority found in 33 U.S.C. 3029(a). While temporary appointments in the grade of ensign may be made by the President alone, this authority has been delegated to the Secretary of Commerce (Secretary) through Executive Order 11023. Each temporary appointment terminates at the close of the next regular session of Congress unless the Senate sooner gives its advice and consent to the appointment. [33 U.S.C. 3029(a)]

This appointment procedure is memorialized in the temporary appointment checklist, Chapter 1.A., Appendix 1A-1.

#### **3.A.2.a. Seeking Applicants for Temporary Appointment**

1. This recruiting procedure is memorialized in the recruitment checklist, attached hereto as Appendix 3A-1.
2. The NOAA Corps Recruiting Unit receives inquiries for job opportunities within the NOAA Corps through various media: phone calls, U.S. mail or E-mail.
3. Each inquiry receives a response, inclusive of a NOAA Corps brochure and a Personal Data Resume (PDR) from the Chief, NOAA Corps Recruiting Unit (Appendix 3A-2).
4. Once the PDR is completed by the applicant and is received by the NOAA Corps Recruiting Unit, the Chief Recruiter determines if the applicant has met the pre-screening requirements.
  - a. U.S. Citizenship Requirement;
  - b. Age Requirement;
  - c. Minimum Educational Requirement; and
  - d. Physical Requirements.

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5. If the Chief Recruiter determines the applicant has met the pre-screening requirements both a letter and application for a commission in the NOAA Officer Corps is sent to the applicant. If the applicant does not meet the pre-screening requirements, a letter indicating such is sent. Sample letters and an application can be found in Appendix 3A-3.
6. Once the completed application is received by the NOAA Corps Recruiting Unit, inclusive of the certified official college transcripts and reference letters (Appendix 3A-4), the Chief Recruiter makes arrangements for an interview. If the applicant is outside of the Washington DC metro area, field recruiters conduct the interview.
7. Once the interview is complete, the interview evaluation (Appendix 3A-5) is sent to the NOAA Corps Recruiting Unit for inclusion in the applicants' folder.
8. The Chief Recruiter determines the completeness of each applicant's folder and advises him/her if his/her folder is ready for review by the Officer Personnel Board (OPB). Sample letter can be found in Appendix 3A-6.

### **3.A.2.b Selecting Applicants for Temporary Appointment**

1. In March, the Director, Commissioned Personnel Center (CPC), provides an estimate of the projected Corps strength through the end of the next fiscal year. This estimate is forwarded to the Director of the NOAA Corps (NC).
2. The Director, NC, determines the number of new officers needed to meet the needs of the service in the next fiscal year.
3. The Director, NC, determines the beginning dates of the next fiscal year's Basic Officer Training Classes (BOTC's). These classes typically commence in March and September.
4. The NOAA Corps chief recruiter posts the deadline for submitting applications for each scheduled BOTC on the NOAA Corps website. The closing date for applications is approximately four months prior to the start date of BOTC.
5. Approximately three months prior to the commencement of a BOTC, the Director, NC, convenes an OPB to review the application folders for appointment in the NOAA Corps. Each folder contains:
  - a. PDR;
  - b. completed application;
  - c. personal reference letters;
  - d. resumes;
  - e. official transcripts;
  - f. interview evaluation;
  - g. letters requesting class substitution and/or waivers; and
  - h. any other pertinent information received from applicant.
6. Please refer to Office Instruction Manual, Chapter 1.A., Section 1.A.2.a..

Commissioned Personnel Center  
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Recruitment Checklist

**Checklist - Recruitment**

Certified by Director, Commissioned Personnel Center (CPC)

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

**Applicants Name:** \_\_\_\_\_

**Initial Contact**

\_\_\_\_\_  
(mm/dd/yr) Phone Call Inquiry \_\_\_\_\_ Mail Inquiry \_\_\_\_\_ E-mail Inquiry \_\_\_\_\_ (check one)

\_\_\_\_\_  
(mm/dd/yr) Response to Inquiries (Appendix 3A-2)  
Brochure and Personal Data Resume (NOAA Form 56-40A) (Appendix 3A-2, page 3)  
sent to applicant

**Personal Data Resume (PDR) – (initial screening)**

\_\_\_\_\_  
(mm/dd/yr) PDR received in NOAA Corps Recruiting Unit

\_\_\_\_\_  
(mm/dd/yr) Pre-Screening Requirements Met (10 U.S.C. 532)

\_\_\_\_\_  
U.S. Citizenship Requirement (yes or no)  
\_\_\_\_\_  
Age Requirement (yes or no)  
\_\_\_\_\_  
Minimum Educational Requirement (yes or no)  
\_\_\_\_\_  
Physical Requirements (yes or no)  
\_\_\_\_\_  
Waiver(s) Recommended for \_\_\_\_\_

\_\_\_\_\_  
(mm/dd/yr) Chief Recruiter determines from PDR that applicant meets requirements

\_\_\_\_\_  
(mm/dd/yr) Letter and application for a commission in the NOAA Officer  
Corps (NOAA Form 56-42) is sent to applicant (Appendix 3A-3)

\_\_\_\_\_  
(mm/dd/yr) Chief Recruiter determines from PDR that applicant does not meet requirements

\_\_\_\_\_  
(mm/dd/yr) Letter indicating non-qualification is sent to applicant  
(Appendix 3A-3, page 7)

**Application**

\_\_\_\_\_  
(mm/dd/yr) Application received by NOAA Corps Recruiting Unit

\_\_\_\_\_  
(mm/dd/yr) Certified official transcripts of all college grades received by NOAA Corps  
Recruiting Unit

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_____ (mm/dd/yr)	Letters (NOAA Form 56-42D) from a minimum of three (maximum of five) personal references received by NOAA Corps Recruiting Unit (Appendix 3A-4)
_____ (mm/dd/yr)	Receipt of Reference Letter #1
_____ (mm/dd/yr)	Receipt of Reference Letter #2
_____ (mm/dd/yr)	Receipt of Reference Letter #3
_____ (mm/dd/yr)	Receipt of Reference Letter #4
_____ (mm/dd/yr)	Receipt of Reference Letter #5
_____ (mm/dd/yr)	Interview arranged by Chief Recruiter
_____ (mm/dd/yr)	Date of Interview
_____ (mm/dd/yr)	Interview evaluation (NOAA Form 56-24) received by NOAA Corps Recruiting Unit (Appendix 3A-5)
_____ (mm/dd/yr)	Chief Recruiter determines completeness of folder and advises applicant if his/her folder is ready to go to the OPB or requires additional information (Appendix 3A-6)

### Selecting Applicants for Temporary Appointment

In March of each year, the Director, Commissioned Personnel Center (CPC), provides an estimate to Director, NOAA Corps (NC), of projected Corps strength through the end of the fiscal year and establishes Basic Officer Training Class (BOTC) dates for each class.

Approximately three months prior to commencement of BOTC, the Director, NC, convenes the Officer Personnel Board (OPB) to make recommendations to the Secretary of Commerce for temporary appointment.

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\_\_\_\_\_  
(mm/dd/yr) Chief Recruiter prepares individual applicant folders for OPB review  
Each folder contains:

- a) PDR;
- b) completed application;
- c) personal reference letters;
- d) resumes;
- e) official transcripts;
- f) interview evaluation;
- g) letters requesting class substitution and/or waivers; and
- h) any other pertinent information received from applicant.

Please refer to Office Instruction Manual, Appendix 1A-1, Page 1.

Commissioned Personnel Center  
Office Instruction Manual  
Response to Phone or Mail Inquiry

(Date)

Name  
Address  
City, State, Zip Code

Dear (Name):

Thank you for your recent inquiry about the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps). If you are interested in a career in science, as well as serving in our Nation's smallest uniformed service, you will find this unique opportunity in the NOAA Corps.

Officers in the NOAA Corps receive a new assignment every two to three years, often outside of his/her academic field. The NOAA Corps is a uniformed service, where periodic sea and flight duty are a common thread among the men and women of the NOAA Corps. However, after successful completion of a three month NOAA Corps Basic Officer Training Class (BOTC) you will be assigned to one of NOAA's ships for approximately two years.

All applicants must have a bachelor's degree in science, engineering, mathematics, or another discipline related to NOAA's mission and must meet the following qualifications:

- math through Integral and Differential Calculus
- physics (8 semester hours) along with corresponding laboratory work
- 48 semester hours in fields related to NOAA's scientific or technical activities
- ability to complete 20 years of active commissioned service by their 55<sup>th</sup> birthday
- U.S. Citizenship of good moral character
- physical Requirements
  - \* uncorrected visual acuity no worse than 20/400 in each eye, correctable to 20/20
  - \* normal color vision
  - \* height / weight standards
  - \* medical standards prescribed by the United States Coast Guard for officer candidates

If you are interested in applying for a commission with the NOAA Corps, please return the enclosed Personal Data Resume (PDR). Once received, I will review the PDR to determine if you meet the requirements as listed above. If the requirements are met, the official application process can begin.

All correspondence during the process should be sent to the following address:

Commissioned Personnel Center  
NOAA Corps Recruiting Unit  
1315 East-West Highway, Room 12100  
Silver Spring, MD 20910-3282

The (number) BOTC is tentatively scheduled to begin in (month of year). The application deadline for the (number) BOTC is (date). To contact the NOAA Corps Recruiting Unit call toll free (800) 299-6622x119 or send e-mail to [NOAACorps.Recruiting@noaa.gov](mailto:NOAACorps.Recruiting@noaa.gov). Please visit our web site [www.noaacorps.noaa.gov](http://www.noaacorps.noaa.gov) for more information.

Sincerely,

(Rank and Name of Officer), NOAA  
Chief, NOAA Corps Recruiting Unit

Enclosures

Commissioned Personnel Center  
Office Instruction Manual  
Response to E-mail Inquiry

The National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) is the Nation's smallest uniformed service. A commissioned officer's career involves frequent reassignment and mobility to meet the scientific mission requirements of the National Oceanic and Atmospheric Administration.

The NOAA Corps recruits officer candidates to train as bridge watchstanders for an initial two year sea assignment. All applicants must have a Bachelor's degree in a major course of study related to NOAA's mission and meet the following qualifications:

- \_\_\_\_\_ math through Integral and Differential Calculus
- \_\_\_\_\_ physics (8 semester hours) along with corresponding laboratory work
- \_\_\_\_\_ 48 semester hours in fields related to NOAA's scientific or technical activities
- \_\_\_\_\_ ability to complete 20 years of active commissioned service by their 55<sup>th</sup> birthday
- \_\_\_\_\_ U.S. Citizenship of good moral character
- \_\_\_\_\_ physical Requirements
  - \* uncorrected visual acuity no worse than 20/400 in each eye, correctable to 20/20
  - \* normal color vision
  - \* height / weight standards
  - \* medical standards prescribed by the United States Coast Guard for officer candidates

Officers in the NOAA Corps receive a new assignment every two to three years, often outside of his/her academic field. The NOAA Corps is a uniformed service, where periodic sea and flight duty are a common thread among the men and women of the NOAA Corps. However, after successful completion of a three month NOAA Corps Basic Officer Training Class (BOTC), you will be assigned to one of NOAA's ships for approximately two years. Selections for BOTC are made three months prior to the beginning of the BOTC, so applications should be received in a timely fashion.

Individuals who are interested in applying for a commission with the NOAA Corps should begin by first sending in a completed Personal Data Resume (PDR) to our Silver Spring, Maryland address. This form can be obtained from <http://www.noaacorps.noaa.gov/corpsrecruiting/application.html> Once received, the PDR will be reviewed by the Chief Recruiter who will determine if the applicant meets the requirements. If the requirements are met, the official application process can begin

All correspondence during the process should be sent to the following address:

Commissioned Personnel Center  
NOAA Corps Recruiting Unit  
1315 East-West Highway, Room 12100  
Silver Spring, MD 20910-3282

The (number) BOTC is tentatively scheduled to begin in (month of year). The application deadline for the (number) BOTC is (date). To contact the NOAA Corps Recruiting Unit call toll free (800) 299-6622x119 or send e-mail to [NOAACorps.Recruiting@noaa.gov](mailto:NOAACorps.Recruiting@noaa.gov). Please visit our web site [www.noaacorps.noaa.gov](http://www.noaacorps.noaa.gov) for more information.

Sincerely,

(Rank and Name of Officer), NOAA  
Chief, NOAA Corps Recruiting Unit

**PERSONAL DATA RESUME  
NOAA COMMISSIONED CORPS****I. PERSONAL DATA**

NAME: MS MR	LAST	FIRST	MIDDLE	SSN	BIRTH DATE (mm/dd/yyyy)	U.S. CITIZEN Yes No
Present Address				Home Phone	Work Phone Ext.	
				E-mail address: (optional)		
City		State	Zip	Height	Weight	Color vision deficiency?
Permanent Address				Glasses prescribed? Yes No		Uncorrected vision L: 20/ R: 20/
				Date available for Commissioning		Any physical limitations?
City		State	Zip			

**II. COLLEGE INFORMATION**

Name and Location of College(s) Attended	Dates Attended		Degree Earned	Graduation Date	Courses Studied 1 – Major 2 - Minor	Grade Basis	Overall GPA	Major GPA
	From	To						
Semester or Quarter Hours Earned in: Semester Quarter			Calculus	Physics	Total Science and Engineering Hours			
College Honors, Professional Societies, Fraternities, and Activities:								

**III. EMPLOYMENT INFORMATION**

Dates Employed		Name and Address of Employer(s)	Description of Work	Hours per Week
From	To			

**IV. MILITARY**

ROTC (Indicate branch of service, duration of service and obligation and grade)

Previous Branch of Service				From	To	Grade
Active Duty	Reservist	NOAA	USA USAF	USN USMC	USCG USPHS	
Obligation		Specialty		Selective Service Class		

The Privacy Act of 1974 requires that you be given certain information in connection with the information solicited on the attached forms. The data is required under USC 853t; S USC 301; and 44 USC 3101. The furnishing of this data is voluntary for use in determining your qualifications for appointment in the NOAA Corps. Failure to provide the requested data will preclude your consideration for appointment

I certify that all information provided in this resume is correct to the best of my knowledge

SIGNATURE:

Date:



Commissioned Personnel Center  
Office Instruction Manual  
Pre-Screening Requirements - Met

(Date)

Name  
Address  
City, State, Zip Code

Dear (Name):

Thank you for returning the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Personal Data Resume. Based on the information you have provided, you have met the pre-screening requirements for the NOAA Corps. The NOAA Corps is presently recruiting for the (number) Basic Officer Training Class (BOTC), to begin in (month of year). The next step in the process is to submit an application. All application components (application, official college transcripts, personal reference letters, and interview evaluation) must be received in this office no later than (date) in order to be considered for the next BOTC.

The application package and instructions are now located on our webpage:  
<http://www.noaa corps.noaa.gov/corpsrecruiting/application.html>  
If you do not have internet access, please call this office and we will forward an application package to you.

All official correspondence should be sent to:

Commissioned Personnel Center  
NOAA Corps Recruiting Unit  
1315 East-West Highway, Room 12100  
Silver Spring, MD 20910-3282

Fax: 301-713-4140  
Phone: 800-299-NOAA

Once your completed application is received and reviewed, you will be contacted to arrange for a personal interview. Following the personal interview and final administrative screening of your application to ensure that you meet all academic requirements, your application will be submitted to the NOAA Corps' Officer Personnel Board (OPB). Please note, if you do not meet the minimum standards following the review of your official transcripts, or the OPB does not select you as a candidate you will not be considered for a commission.

Sincerely,

(Rank and Name of Officer), NOAA  
Chief, NOAA Corps Recruiting Unit

Enclosure

Furnishing this data is voluntary for use in determining your qualifications for appointment in the NOAA Corps.

NOAA Form 56-42 (01-91)		U.S. DEPARTMENT OF COMMERCE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION						
<b>APPLICATION FOR A COMMISSION IN THE NOAA COMMISSIONED CORPS</b>								
INSTRUCTIONS – Type or print neatly in ink. Answer all questions completely by checking boxes or entering the information required. Write “None” in any blank not applicable to you. Read “Certification” at the end of this form before entering required data. If more space is needed to make entry in “Section IX” or add additional sheets. Complete form in duplicate.								
<b>I. PERSONAL DATA</b>								
1. Last Name-First Name-Middle Name (Explain variations from birth certificate in Section IX.)					2. Social Security No.			
3. Present address					4. Selective Service Registration If you are a male born after December 31, 1959, you must (subject to certain exceptions) be registered with the Selective Service System. (Please check one)  <input type="checkbox"/> I am registered with the Selective Service System <input type="checkbox"/> I am not required to be registered with the Selective Service System			
City		State		Zip				
Phone (with area code):								
5. Permanent address								
City		State		Zip				
Phone: (with area code):								
6. Date of Birth (Mo-Day-Yr)		7. Place of Birth (city and state or foreign country)		8. Citizenship:				
				a. Citizen of what country?		b. How was citizenship acquired?		
						<input type="checkbox"/> Birth <input type="checkbox"/> Naturalization		
				c. If naturalized:				
9. Date available for commissioning:				Certificate No.		Place and court		
						Date		
10. Are you willing to accept an assignment in any geographic location? <input type="checkbox"/> No <input type="checkbox"/> Yes				11. Are you willing to relocate frequently: <input type="checkbox"/> No <input type="checkbox"/> Yes, every two to three years.				
<b>III. EDUCATIONAL INFORMATION (Include graduate degree(s) or credits earned toward graduate degree)</b>								
12. College or University								
Name		Location		Degree program (i.e. BSCE etc.)		Credits earned		
						Sem. Hrs.    Qtr. Hrs.    Years attended		
						Graduated or will graduate (dd/mm/yr)		
						Major		
13. GPA (undergraduate) _____ (A=4.0) (graduate) _____				15c. Specialty(ies) within major field:				
14. Semester or quarter hours earned in the following subjects:				Calculus		Physics		
						Total Science, Math and Engineering Hours		
15. Courses (and credit hours) in progress or proposed prior to graduation:								
16. Special educational honors, scholarships, professional societies, fraternities, etc.:								
<b>IV. MILITARY BACKGROUND</b>								
17. Have you ever been rejected for enlistment in any component of the Uniformed Services?								
No		Yes		If yes, furnish complete details below or in Section IX):				
<input type="checkbox"/>		<input type="checkbox"/>						
18. Have you ever been rejected for or disenrolled from any program leading to a commission in a uniformed service? (INCLUDE military service academies, federal and state maritime academies, all ROTC programs, Officer Candidate Training classes, platoon leader's course, etc.)								
No		Yes		If yes, furnish complete details including service, name and location of unit, reason for rejection or disenrollment, dates, etc. If more room is needed, use Section IX.				
<input type="checkbox"/>		<input type="checkbox"/>						

NOAA Form 56-42 page 2

Description of work continued:				
<b>2</b>	Dates of employment (Month, day and year)		Exact title of position	Number and kinds of employees you supervise
	From:	To:		
Salary or earnings & how paid (hourly, weekly, etc.)		Classification grade (If in Federal Service)	Place of employment (City and state)	Kind of business or organization (Mfgr., accounting, insurance, etc.)
Starting \$	Per:			
Ending \$	Per:			
Name and address of employer (Firm, organization, etc.)			Name, title and present address of immediate supervisor	
Is employment at a professional level? <input type="checkbox"/> Yes <input type="checkbox"/> No			Reason for wanting to leave:	
Description of work:				
<b>3</b>	Dates of employment (Month, day and year)		Exact title of position	Number and kinds of employees you supervise
	From:	To:		
Salary or earnings & how paid (hourly, weekly, etc.)		Classification grade (If in Federal Service)	Place of employment (City and state)	Kind of business or organization (Mfgr., accounting, insurance, etc.)
Starting \$	Per:			
Ending \$	Per:			
Name and address of employer (Firm, organization, etc.)			Name, title and present address of immediate supervisor	
Is employment at a professional level? <input type="checkbox"/> Yes <input type="checkbox"/> No			Reason for wanting to leave:	
Description of work:				

4	Dates of employment (Month, day and year)		Exact title of position	Number and kinds of employees you supervise
	From:	To:		
Salary or earnings & how paid (hourly, weekly, etc.)		Classification grade (If in Federal Service)	Place of employment (City and state)	Kind of business or organization (Mfg., accounting, insurance, etc.)
Starting \$	Per:			
Ending \$	Per:			
Name and address of employer (Firm, organization, etc.)			Name, title and present address of immediate supervisor	
Is employment at a professional level? <input type="checkbox"/> Yes <input type="checkbox"/> No			Reason for wanting to leave:	
Description of work:				
<i>If you need additional experience blocks, use blank sheets</i>				
<b>V. C. I AM INTERESTED IN A CAREER IN THE NOAA CORPS BECAUSE:</b> (Include a discussion on your feelings about sea duty, which will constitute your first tour, as well as future assignments in NOAA.)				
<b>VI. SPECIAL QUALIFICATIONS AND SKILLS</b>				
26. Kind of license, or certificate (For example, pilot professional engineer, merchant marine, etc.)		27. State or other licensing authority	28. Year of first license or certificate	29. Year of latest license or certificate
30. Special skills you possess and machines and equipment you can use (for example, computer programming, survey instruments, electronic instruments, etc.)				
31. Special qualifications not covered in application for example, your most important publications (do not submit copies unless requested), your patents or inventions, public speaking experience, membership in professional or scientific societies, etc.; and honors and fellowships received)				

<b>VII. REFERENCES</b>		
List a minimum of five persons who are not related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying.		
Full Name	Present business or home address (Number, street, city, state and zip code)	Business or occupation
<b>VIII. OTHER QUESTIONS</b> (Answer all questions by checking the appropriate box)		
32. Have you ever been barred by the Office of Personnel Management from taking examinations or accepting a civil service appointment? If yes, give dates and reasons for such debarment.		<div style="display: inline-block; border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="display: inline-block; border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div>
33. During the past seven years, have you been convicted, imprisoned, on probation or parole or forfeited collateral, or are you now under charges for any offense against the law? (you may omit: (a) traffic fines for which you paid a fine of \$150.00 or less, (b) any offense committed before your 18 <sup>th</sup> birthday which was finally adjudicated in a juvenile court or under a youth offender law, (c) any conviction the record of which has been expunged under Federal or State law, and (d) any conviction set aside under the Federal Youth Corrections Act or similar State authority.).		<div style="display: inline-block; border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="display: inline-block; border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div>
34. While in the military service, were you ever arrested for an offense which resulted in a trial by deck court or by summary, special, or general court-martial? If yes, give details for each incident including date, charge, place, law enforcing authority or type of court or court-martial and action taken.		<div style="display: inline-block; border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="display: inline-block; border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div>
35. Have you ever been demoted, discharged (fired), asked or allowed to resign in lieu of separation for cause, or involuntarily placed in a leave-without-pay status by either a government agency or private industry? If yes, give complete details.		<div style="display: inline-block; border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="display: inline-block; border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div>
<b>IX. SPACE FOR FURTHER DETAILS OR CONTINUATION OF ANSWERS TO OTHER ITEMS</b> Include item number, use additional sheets if needed.		
<b>X. CERTIFICATION</b>		
<i>I Certify that all the statements in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith.</i>		
Signature of applicant (sign in ink)		Date

Commissioned Personnel Center  
Office Instruction Manual  
Pre-Screening Requirements – Not Met

(Date)

Name  
Address  
City, State, Zip Code

Dear (Name):

Thank you for returning the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) Personal Data Resume. Unfortunately, I am unable extend an application to you at this time for one of the following reasons:

- ☐ You indicated you were not a U.S. citizen.
- ☐ The U.S. Code states, for initial appointments, commissioned officers are required to complete twenty years of active commissioned service by their fifty-fifth birthday. You are unable to meet this requirement.
- ☐ You do not meet the academic requirements for commissioning in the NOAA Corps.
- ☐ You do not meet the physical standards (height, weight, visual acuity)
- ☐ We were unable to process your request due to the omission of required data on the resume.

Appointment in the NOAA Corps is extremely competitive. Our recruiting efforts are directed towards finding the best qualified graduates of four year science and engineering degree programs.

Thank you again for your interest in the NOAA Corps and good luck in your future endeavors.

Sincerely,

(Rank and Name of Officer), NOAA  
Chief, NOAA Corps Recruiting Unit

Commissioned Personnel Center  
Office Instruction Manual  
Reference Letter - Instructions

OMB Approved No. 0648-0047



U.S. DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
Silver Spring, MD 20910

RE:

TO:

Dear

The individual named above is applying for an appointment in the Commissioned Corps of the National Oceanic and Atmospheric Administration, one of the seven uniformed services, and has furnished your name as a reference.

Appointment standards require that applicants be technically oriented college graduates who are mature, intelligent and possess high moral standards. Those who are selected will have an opportunity to receive training and schooling in technical fields to improve and advance their knowledge and skills in subjects essential to the Nation's interest.

Commissioned personnel who cannot adjust to service life must be discharged, causing emotional distress to the individual as well as loss to the Government. By giving your frank opinion of the service potential of the applicant, you will be rendering service to both the applicant and the National Oceanic and Atmospheric Administration.

Your responses to the questions listed on the reverse side of this letter will be of invaluable assistance in determining the service potential of the applicant. Any additional comments you may wish to make regarding the applicant's character, background and activities will be most appreciated.

Please mail the form to the Recruiting Office at the following address:

Recruiting Office  
NOAA Commissioned Personnel Center  
1315 East-West Highway, Room 12100  
Silver Spring, MD 20910

Sincerely,

Recruiting Officer

NOAA FORM 56-42D



RE: \_\_\_\_\_

**I. PERSONAL DATA** – Please answer the following questions:

1. What is your relationship to the applicant?

2. How long have you known the applicant?

**II. EMPLOYMENT DATA** – If you are familiar with the applicant's employment, please answer the following questions to the best of your knowledge and comment where applicable.

1. What is the highest position applicant held in professional employment?

2. Why did applicant leave job?

3. Has applicant ever been discharged for inefficiency, neglect of duty or moral unfitness? If yes, please comment:

No	Yes
<input type="checkbox"/>	<input type="checkbox"/>

**III. GENERAL RATING** – Please rate applicant on the factors stated below:

Factors to be considered	Very Good	Good	Acceptable	Poor	Check Best Trait
1. Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Ability to work harmoniously with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ability to adjust to reassignments and relocations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Trust involving security of the United States	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Graduate school potential (This factor is to be rated by <b>PROFESSOR or ACADEMIC HEAD</b> only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Overall Rating: Using the scale of 0 to 9, please rate the applicant in the box to the right (with "0" a rating of very poor and "9" a rating of exceptionally outstanding. Thus, a rating of 5 might be for a person with a middle-of-the-class scholastic record with half the above factors marked "Good" and half marked "Very Good")					Rating (0-9)

**IV. REMARKS:**

Privacy Act of 1974 requirement: Please check the box to the right if you request that your identity be held in confidence:

Yes, please keep my identity held in confidence

Signature

Title

Date

NAME				COLLEGE OR UNIVERSITY																			
OTHER (Hobbies, Interests, etc.)				MAJOR								DEGREE				GPA							
				BELOW AVG.				COMMENT WHERE APPLICABLE															
				AVERAGE																			
				ABOVE AVG.																			
APPEARANCE: Dress, grooming, bearing, etc.																							
INTELLECTUAL QUALITIES: Alertness, response to questions, ability to communicate, energy level, eye contact.																							
PERSONALITY: Personal traits, poise, sincerity, sense of humor, cooperativeness, ability to live and work with others.																							
MATURITY: Self-confidence, goals in relation to age, funding for college.																							
INTEREST IN NOAA CORPS: Knowledge of NOAA, preparation for interview, read all literature, saw video, attend info session.																							
COMMENT COMPLETELY ON THE FOLLOWING																							
RELEVANT EXPERIENCE: Prior work, sea, administrative, and/or other activities related to NOAA and the Corps.																							
MOTIVATION: How determined are they to become a NOAA Corps officer.																							
ATTITUDE TOWARD SERVICE: Feeling towards government, military, uniform, command structure, pay system, concept of service.																							
TRAVEL & FAMILY SEPARATION: Travel involved, geographic moves and frequency, problems and extent of separation, adaptability.																							
ATTITUDE TOWARD SPECIALIZATION: Non-traditional - diverse career path, diversity of assignments, does major fit into Corps activities.																							
GENERAL COMMENTS:																							
RECOMMENDATION: (    ) Recommended      (    ) Not Recommended												RATING: (Assume 1 to be a rating of very poor and 10 to be a rating of exceptionally outstanding) 1   2   3   4   5   6   7   8   9   10											
CONFIDENTIALITY: (Interviewer's identity as the source of the information provided in this evaluation will be held in confidence upon request as per the Privacy Act.) I        (    ) do        (    ) do not request that the information in this evaluation report remain confidential.																							
INTERVIEWER (Signature)				DATE				PLACE OF INTERVIEW								INTERVIEW LENGTH							

Commissioned Personnel Center  
Office Instruction Manual  
Applicants Folder – Complete Status

(Date)

Name  
Address  
City, State, Zip Code

Dear (Name):

Your application for a commission in the National Oceanic and Atmospheric Administration Commissioned Corps (NOAA Corps) is complete. The NOAA Corps' Officer Personnel Board (OPB) will review your application folder at the next scheduled OPB meeting scheduled for (date). You will be notified of the OPB's recommendation soon after the review is complete. Thank you for considering the NOAA Corps in your career pursuit.

Sincerely,

(Rank and Name of Officer), NOAA  
Chief, NOAA Corps Recruiting Unit

Commissioned Personnel Center  
Office Instruction Manual  
Applicants Folder – Incomplete Status

(Date)

Name  
Address  
City, State, Zip Code

Dear (Name):

Your application for a commission in the National Oceanic and Atmospheric Administration (NOAA Corps) is incomplete. You will not be among the candidates considered by the NOAA Corps Officer Personnel Board (OPB) for the next class.

Upon the completion of your application, the OPB may reconsider you for an appointment in the NOAA Corps. Feel free to contact me for questions specific to your situation at the:

Commissioned Personnel Center  
NOAA Corps Recruiting Unit  
1315 East-West Highway, Room 12100  
Silver Spring, MD 20910-3282

(800) 299-6622 x 119

Sincerely,

(Rank and Name of Officer), NOAA  
Chief, NOAA Corps Recruiting Unit